

Child Care Resources- Southwest Regional Resource Center
268 E. Kilgore Rd., Suite D
Portage, Michigan, 49002
www.ccr4kids.org

Proposed Job Description(May 2, 2013)

Job Title: Early Childhood Training Coordinator

Reports to: Program Director

Supervises: N/A

FLSA Classification: Non-Exempt, Part Time

Date: Completed when Board approves the job description.

Job Summary: Develops a yearly training calendar based on providers' training needs as determined by data reports from WLS and STARS system as well as other information gathered through surveys, other staff and requests from providers. Works with training entities and individual trainers throughout the nine county region to ensure that best practice and evidence based training occurs for early care and education professionals throughout the region. Provides support and oversight for each phase of the individual trainings from scheduling to the completion of final paperwork.

Essential Functions:

1. Coordinate and develop training opportunities with community partners in the nine county region of the Resource Center.
2. Ensures each training is handled completely according to agency protocols beginning with the development of the calendar to the completion of paperwork at the end of each training.
3. Maintains paper records of all training completed as required by funding sources..
4. Provides oversight to contracted trainers and the training that they provide.
5. Maintains training supplies and materials.
6. Promotes the professional development of early care and educational professionals and provides consultation to those professions who are seeking new professional development opportunities
7. Provides coordination and oversight of the CEU development.
8. Uses the training budget effectively to maximize training opportunities throughout the nine county region.
9. Identifies and maintains resources and materials for use in training and working with the Business and Resource Director identifies and suggests items for purchase for the agency's lending library..
10. Functions as a team member within the Regional Resource Center programs.
11. Participates as a resource representative in community meetings and events as well as completion of additional work as assigned by Program Director.
12. Completes required reporting in a timely fashion.

Skills and Knowledge needed to perform Job:

1. Ability to identify and coordinate services in multiple locations.
2. Excellent written and verbal communication skills.
3. Ability to communicate well with individuals and with groups from a variety of diverse backgrounds.
4. Ability to organize time well to meet a variety of deadlines.
5. Work well with others in developing ideas and programming.

Specific Job Requirements:

1. Associate of Arts degree in Business or related field required. BA preferred
2. Experience in coordination of services and in handling projects from the beginning to the end.
3. Some experience with early childhood programming preferred.
4. Must be able and willing to work weekends as needed.
5. Proven written and oral communication skills.
6. Must be able to work independently and as a part of a team.
7. Must be able to move containers weighing up to 50 lbs.

The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities.